

## § 2.12

changed the level of or removed the basis for classification, that person must consult an appropriate official of the originating agency or office of origin who has the authority to upgrade, downgrade or declassify the information for a final determination. A sample marking of derivatively classified documents is set forth in § 2.13.

### § 2.12 Classification guides.

(a) *General [2.2(a)]*. A classification guide is a reference manual which assists document drafters and document classifiers in determining what types or categories of material have already been classified. The classification guide shall, at a minimum:

- (1) Identify and categorize the elements of information to be protected;
- (2) State which classification level applies to each element or category of information; and
- (3) Prescribe declassification instructions for each element or category of information in terms of:
  - (i) A period of time,
  - (ii) The occurrence of an event, or
  - (iii) A notation that the information shall not be declassified automatically without the approval of the originating agency i.e., "OADR".

(b) *Review and Record Requirements [2.2(a)]*. (1) Each classification guide shall be kept current and shall be reviewed at least once every two years and updated as necessary. Each office within the Departmental Offices and the respective offices of each Treasury bureau possessing original classification authority for national security information shall maintain a list of all classification guides in current use by them. A copy of each such classification guide in current use shall be furnished to the Departmental Director of Security who shall maintain them on behalf of the Assistant Secretary (Management).

(2) Each office and bureau that prepares and maintains a classification guide shall also maintain a record of individuals authorized to apply derivative classification markings in accordance with a classification guide. This record shall be maintained on TD F 71-01.18 (Report of Authorized Derivative Classifiers) which shall be reported an-

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nually each October 15th to the Departmental Director of Security.

(c) *Waivers [2.2(c)]*. Any authorized official desiring a waiver of the requirement to issue a classification guide shall submit in writing to the Assistant Secretary (Management) a request for approval of such a waiver. Any request for a waiver shall contain, at a minimum, an evaluation of the following factors:

- (1) The ability to segregate and describe the elements of information;
- (2) The practicality of producing or disseminating the guide because of the nature of the information;
- (3) The anticipated usage of the guide as a basis for derivative classification; and
- (4) The availability of alternative sources for derivatively classifying the information in a uniform manner.

### § 2.13 Derivative identification and markings [1.5(c) and 2.1(b)].

Information classified derivatively on the basis of source documents or classification guides shall bear all markings prescribed in § 2.7 (a) through (f), as are applicable. Information for these markings shall be taken from the source document or instructions in the appropriate classification guide.

(a) *Classification Authority*. The authority for classification shall be shown as follows:

Derivatively Classified by \_\_\_\_\_  
Office \_\_\_\_\_  
Derived from \_\_\_\_\_  
Declassify on \_\_\_\_\_

If a document is classified on the basis of more than one source document or classification guide, the authority for classification shall be shown on the "DERIVED FROM" line as follows: "MULTIPLE CLASSIFIED SOURCES". In these cases, the derivative classifier must maintain the identification of *each* source with the file or record copy of the derivatively classified document. A document derivatively classified on the basis of a source document that is marked "MULTIPLE CLASSIFIED SOURCES" shall cite the *source* document on its "DERIVED FROM" line rather than the term: "MULTIPLE CLASSIFIED